

CHRIST THE KING CATHOLIC VOLUNTARY ACADEMY



HEALTH AND SAFETY POLICY

Revised January 2021

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1. POLICY STATEMENT

This policy should be read in conjunction with and with reference to the following documents including, but not limited to:

- OLOL Trust Health & Safety Policy ver 1.10
- School Emergency Plan (SEMP)
- The risk assessment register
- Faculty risk assessments
- Premises risk assessments
- Safeguarding risk assessments and procedures

The Governing Body will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them. Where necessary the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them. The Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the school's activities.

This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

Signed

Signed

(Chair of Governors)

(Headteacher)

Date

Date

2. ORGANISATION

2.1 Responsibilities of the Governing Body

The Governing Body is responsible for:

- Formulating and ratifying the establishment's Health and Safety Statement and health and safety plan;
- Regularly reviewing health and safety arrangements regularly (at least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- Ensuring that risk assessments are made and recorded of all the academy's work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that this document and all other necessary procedures, policies and documents are drawn to the attention of employees;
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Reporting to the Trust any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;
- Active and reactive monitoring of health and safety matters within the academy including health and safety inspection reports and accident reports;

2.2 Responsibilities of the Headteacher

The Headteacher is responsible for:

- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made and recorded of all the school's work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that termly health and safety inspections are carried out and a copy of the report is given to the Governors and that one is sent to the School's Health and Safety Team;
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for them to be provided;
- Attending the establishment's health and safety committee;
- Drawing up the establishments annual health and safety action plan;
- Co-operating with and providing necessary facilities for trades union safety representative;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the academy site;
- Seeking specialist advice on health and safety matters where appropriate;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;

Note: in the absence of the Headteacher these responsibilities fall to his/her immediate deputy.

2.3 Responsibilities of the Trust Facilities Manager

- Promoting health and safety matters throughout the Trust's schools and assisting the Headteacher s in each academy to comply with Health and Safety Procedures and best practise;
- Ensuring that Health and Safety Manuals and associated Logs (fire, asbestos, legionella etc) are kept up to date; □
Ensuring that the Health and Safety Notice Board is kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- Arranging termly health and safety inspections and ensuring follow up action is completed and that completed reports are sent to the Health and Safety Team;
- Ensuring appropriate procedures for authorisation of school visits are followed;
- Participating in Health and Safety Committee meetings as required;
- Providing health and safety induction training for staff as required;
- Ensuring that statutory compliance inspections are completed and records kept;

2.31 Responsibilities of the Site Technicians

- Managing contractors on site and ensuring that Trust policies and procedures are followed with regard to the management of contractors;
- Carrying out the asbestos inspections as identified in the Asbestos risk assessment
- Carrying out the procedures and tests as documented in the legionella risk assessment
- Carrying out the procedures and tests as documented in the fire risk assessment

2.4 Directors of Learning

Directors of Learning are responsible for:

- The day to day management of health and safety within their learning area in accordance with the health and safety policy;
- Drawing up and reviewing learning area policies, procedures and risk assessments regularly and reviewing the same on an annual basis or following a change of room use, incident or accident;
- Carrying out regular health and safety monitoring inspections of the department and making reports to the Headteacher where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the hierarchy

2.5 Responsibilities of all staff and volunteers

All staff employed at Christ the King Catholic Voluntary Academy have responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work;
- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe working procedures are followed;
- Co-operating with the school governors and Headteacher on all matters relating to health and safety by complying with the health and safety policy;

- Not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- Reporting immediately to their Headteacher /Line Manager any serious or immediate danger;
- Reporting to their Headteacher /Line Manager any shortcomings in the arrangements for health and safety;
- Ensuring that they only use equipment or machinery which they are competent to use or have been trained to use;
- Participating in health and safety inspections and the health and safety committee where appropriate.

3. HEALTH AND SAFETY - GENERAL

3.1 Health and Safety Co-ordinator

The Senior Member of Staff in the Establishment with special responsibility for Health and Safety Matters (Health and Safety Co-ordinator) is	Trust Facilities Manager
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3.2 Health and Safety Representatives

The members of the establishment staff who are health and safety representatives for the professional associations are:

Role	Name
Jo Love	Headteacher
Dave Burrough	Trust Estates Manager
Chris Bull	Head, Design Technology
Lukas Holloway	Senior IT Technician
Martin Hoyle	Support Services Manager
Ann Burton	HR Manager
John Campion	Site Manager
Fiona Mansell	Teacher

3.3 Health and Safety Committee

The constitution, membership and the minutes of the School Safety Committee are kept	On the Health and Safety notice board, situated on the main corridor.
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3.4 Health and Safety Inspections

The person responsible for organising and carrying out safety inspections is	Trust Facilities Manager
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Where possible Health and Safety Inspections will be carried out with the school's health and safety representative(s). Members of the Governing Body will participate with safety inspections where practicable.

3.5 Records

Records of employees signatures indicating that they have received and read and understood health and safety information are kept	HR Department
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New employees will be informed of all relevant health and safety information as part of the induction process.

Health and Safety Documentation relating to premises will be kept	Site Office / facilities portal
Health and Safety Documentation relating to teaching and learning will be kept	Published and maintained within each faculty / department:
The health and safety notice board is sited	On the main Leadership corridor

4. EMERGENCIES

4.1 School emergency procedures are given in the SEMP document which is circulated to the school Emergency Management Team

Emergency Plan Administration	
Digital copies of this plan are held:	In the Health & Safety Library of the Trust Facilities Portal: <i>Health and Safety/Christ the King/Emergency Planning/..</i>
Paper copies of this plan are issued to:	Ms J Love
	Mr A Riding
	Mr M Hoyle
	Mrs A Burton
	Mrs A Webb
	Mr D Burrough (OLOL)

This plan relates to an event which threatens the safety of children, staff or the academy premises; an incident which affects the community within which the academy is based or a crisis which might affect the public reputation of the academy.

This plan provides a guide to actions that should be considered by Academy Emergency Management Team.

4.2 Training for emergencies

The person responsible for arranging, recording and monitoring fire drills at least once per term is:	Headteacher
The person responsible for arranging, recording and monitoring lockdown drills at least once per annum is:	Headteacher

5. ACCIDENTS, FIRST AID PROVISION AND THE CONTROL OF MEDICINES

5.1 Accident and Near Miss Reporting

Employees should report all accidents and near misses using the form located in the dispenser on the health & safety notice board.

Location of Accident Forms	Dispenser on the health & safety notice board
First Aid Records	Digital records will be kept using the online CTK First Aid Day Book.
Reportable Incidents	Completed accident or near miss forms should be handed to the Trust Facilities Manager who will carry out an investigation and submit a RIDDOR report as required.
Accident and first aid statistics monitoring and reporting	Trust Facilities Manager will analyse data and report periodically to the health & safety committee.

5.2 First Aid

Employees who are trained as first aiders are identified in the First Aid risk assessment. On induction staff are made aware of first aid locations and procedures for obtaining first aid. A plan of first aid locations is posted on the health & safety notice board

First Aid Room Location	Emmanuel opposite female student WCs
The person responsible for ensuring first aid qualifications are maintained is	Support Services Manager
The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is	Support Services Manager
First aid box contents will be checked weekly by the first aid team	First aid team
Supplies will be reordered by	First aid team

5.3 Administration of Medicines

The person responsible for dealing with the administration of medicines including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	Policy: Student Services Manager Day-to-day: Student services & first aid teams
The person responsible for the dealing with the administration of controlled drugs in accordance with the Supporting Pupils with Medical Needs in Schools Document, including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	Policy: Student Services Manager & Inclusion Manager Day-to-day: Student services & first aid teams
The Person responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	Student Services Manager & Inclusion Manager

6. FACILITIES

6.1 Risk Assessment

The person responsible for ensuring that suitable and sufficient teaching and learning environment and delivery risk assessments is	Vice Headteacher
The person responsible for ensuring facilities statutory compliance is	Trust Facilities Manager

6.2 Maintenance of Facilities and Hazard Reporting

Employees should report any hazards or defects that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by email or telephone to <i>(Note: Verbal reports should be followed up by email to sitematters@christtheking.notts.sch.uk)</i>	Support Services Manager
Staff who do not have access to email should report issues directly to their line Manager who will then be follow up by email to sitematters@christtheking.notts.sch.uk	Catering Manager, Cleaning supervisor

6.3 House Keeping and Disposal of Waste

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke. All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

6.4 Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to their line Manager and the site technicians. Verbal reports should be followed up by email to sitematters@christtheking.notts.sch.uk	Line Managers / Site Technicians
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6.5 Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	Support Services Manager / Site Technicians / Housekeeping Manager
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6.6 Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by:	Support Services Manager
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6.7 Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure is:	Support Services Manager
The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	Support Services Manager
The person responsible for checking that the premises are left in reasonable order by other users before locking up is	Site Technicians

7. TRAINING

7.1 Health and Safety Training

The person responsible for co-ordinating the provision of the health and safety training needs of teaching staff in consultation with their line Managers and the employees concerned is	HR Manager
The person responsible for co-ordinating the provision of the health and safety training needs of support staff in consultation with their line Managers is:	Support Services Manager
The person responsible for compiling and implementing the school's annual health and safety training plan is	Support Services Manager / Assistant Headteacher
The person responsible for reviewing the effectiveness of health and safety training is	Support Services Manager
The person responsible for keeping records of training and certification for the use of hazardous machinery in the design technology department is	DT Director of Learning

Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is	HR Manager
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8. MANUAL HANDLING OF LOADS

8.1 Manual Handling of Objects

The person responsible for identifying hazardous manual handling activities involving objects within faculties / departments is	Director of Learning / Manager or Head of Department
The person responsible for carrying out manual handling assessments is	Support Services Manager

8.2 Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people is	Inclusion Manager
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9. PROVISION AND USE OF WORK EQUIPMENT

9.1 Access Equipment

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Support Services Manager, Site Technicians
Person authorised to use access equipment is	Support Services Manager, Site Technicians

9.2 Manual Handling Equipment

This includes equipment used for the manual handling of loads and equipment used for the manual handling of people.

The person responsible for ensuring that sack barrows, flat-bed trolleys etc are maintained in a safe condition is	Site Technicians
The person responsible for ensuring that all hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is	Support Services Manager, Inclusion Manager
The person responsible for ensuring that all wheelchairs, standing frames are inspected and serviced annually by a competent person and kept in a safe any hygienic condition and in good working order on a day to day basis is:	Inclusion Manager
The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	Danielle Eddyshaw

9.3 Lifts

The person responsible for ensuring that lifting appliances are inspected under current regulations is	Trust Facilities Manager
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9.4 Caretaking and Cleaning Equipment

This includes moving and handling equipment; powered cleaning equipment, power tools, hand tools

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is	Support Services Manager, Site Technicians
Person authorised to operate and use is:	Site Technicians, cleaning team

9.5 Catering Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is	Catering Manager
Person authorised to operate and use is	Catering staff

9.6 Laboratory Apparatus and Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Director of Learning / Manager or Head of Department
Person authorised to operate and use is:	Science teachers Science Technicians

9.7 Design and Technology Equipment

Resistant and Compliant Materials

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is	Head of Design-Technology
Person authorised to operate and use is	Technology teachers / Technology technician
The Person responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is	Technology teachers
The Person responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is	Head of Design-Technology / Technology teachers / Technology technician

The person responsible for taking out of use any equipment which is inadequately guarded is	Head of Design-Technology / Technology teachers / Technology technician
The Person responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is	Head of Design-Technology / Technology teachers / Technology technician
The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is	Head of Design-Technology / Technology teachers / Technology technician

9.8 Art and Design Equipment

Fine Arts

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is	Head of Art
Person authorised to operate and use is	Art teachers

Ceramics

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is	Head of Art, Creative and Active
Person authorised to operate and use is	Art teachers

9.9 PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is	Head of Physical Education
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9.10 Drama/Music Equipment

(Stage Lighting Equipment)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is	Head of Drama
Person authorised to operate and use is	Stage lighting Operator

(Pianos, Organs and Other Musical Instruments)

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is	Head of Music
Person authorised to operate and use is	Music Dept. staff

9.11 Portable Electrical Appliances

The person responsible for carrying out portable electrical appliance testing is	Site Technician
Person responsible for carrying out a visual inspection before each use is	All employees

9.12 Display Screen Equipment

The person responsible for carrying out workstation assessments is	Trust Facilities Manager
Person responsible for carrying out a visual inspection before each use is	All employees

9.13 Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their Manager as soon as they become aware of a need to repair or replace PPE.

The person responsible for inspecting PPE before use is	All employees
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10 SUBSTANCES AND POLLUTANTS

10.1 Hazardous substances

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

Science	Head of Science
Design and Technology (Materials)	Head of Design-Technology
Art and Design (Fine Arts)	Head of Art
Art and Design (Ceramics)	Head of Art
Caretaking and Cleaning	Site Technicians / Cleaning Supervisor
Catering	Catering Manager
Copies of all the hazardous substances inventories are held in	The respective administration area for each department
The person responsible for undertaking and updating the COSHH risk assessments is	The safety manager in each department
The person responsible for ensuring that local exhaust ventilation are tested periodically is	Trust Facilities Manager

10.2 Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with the local asbestos management plan (LAMP) is	Trust Facilities Manager
The premises asbestos log is kept	Site Office / Trust Facilities Portal
The person responsible for ensuring that the log is updated following work on the fabric of the building is	Trust Facilities Manager

10.3 Radiological Protection

The Radiation Protection Officer is	Head of Science
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11. GENERAL HOUSEKEEPING

11.1 Staff Responsibilities

All employees are responsible for arranging to clear up spillages which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to site technician on call who will arrange for them to be dealt with.

All employees are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

12. EXTERNAL VISITS

12.1 Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits is	Support Services Manager
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12.2 Health and Safety in Work Experience Placements

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with the Education Business Partnership as appropriate is	Cover Administration Officer
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13. VISITORS

13.1 Visitor control

The person responsible for receiving and authorising visitors and verifying DBS certification is	Receptionist
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13.2 Visits by Enforcing Authorities

The person responsible for co-ordinating visits from the EHO with regard to catering operations is	Catering Manager
The person responsible for coordinating with HSE is	Support services Manager, Trust Facilities Manager

14. CONTROL OF CONTRACTORS

14.1 Contractors

In accordance with the Pax Christi Trust Facilities Policy and the financial regulations governing the appointment and management of contractors; contractors will be vetted using a standard procedure. A list of approved suppliers is available on the Trust Facilities Portal.

Responsibility for liaison with contractors, and for matters set out in the Health and Safety Manual guidance for Control of Contractors:	Support services Manager, Site Technicians, Trust Facilities Manager
The person responsible for vetting the competency of contractors is	Trust Facilities Manager

15. WELFARE

15.1 Smoking

Smoking is not permitted on the academy site. This includes the use of vaping equipment in any form. Persons wishing to smoke or use vaping equipment should leave the academy site to a place where they are not in contact with, or visible to, students. This policy applies equally to all users of the academy site.

The Governing Body recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff that require assistance. Other help may also be available. Requests for support should be made to	HR Manager
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15.2 Stress

The persons responsible for monitoring absence owing to stress related illness is	HR Manager
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15.3 Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is	Support services Manager
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15.4 Bullying/Harassment

The academy's policy on behaviour (including bullying) is kept:	On the S Drive and the academy website
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Records of bullying incidents and action taken are kept:	Data Manager
Issues relating to the bullying of employees should be reported to	HR Manager

16. MOTOR VEHICLES

Academy owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure.

The person responsible for managing the maintenance of vehicles is	Support services Manager
The person responsible for authorising the use of the academy minibus, ensuring risk assessments are completed and ensure that drivers are competent to drive with passengers is	Support services Manager
The person responsible for maintaining a list of authorised drivers of academy school vehicles is	Finance administrator

17. CURRENTLY APPOINTED, NAMED INDIVIDUALS WITH PARTICULAR RESPONSIBILITIES

Roles, levels and Responsibilities

Responsible Person – Overall responsibility for safety and compliance

Deputy Responsible Person – Overall responsibility for safety and compliance in the Responsible Persons absence.

Senior Manager – High level of responsibility. Usually takes on overall management of at least one major element of safety and compliance.

Director of Learning / Manager – Usually manages at least one departmental manager and oversees at least one major element of safety and compliance.

Radiological Protection Officer – Responsible for the safety of radiological sources.

Technician – Trained in one of more areas of safety and compliance. Technicians often carry out testing to ensure compliance or are trained to service specialised items of equipment or plant.

Supervisor – Usually supervisors one of more employees and is responsible for their safety whilst at work. **Employee**

– Responsible for their own safety and has a general duty of care to other people

Role	Individual Appointed	Level
Headteacher	Jo Love	Responsible Person (RP)
Deputy HeadTeacher	Andrew Riding	Deputy Responsible Person (RP)
Radiation Protection Officer	Adam Blazewicz-Bell	Director of Learning/Manager
Head of Design-Technology	Chris Bull	Departmental Manager
Head of Art	John McGahey	Departmental Manager
Head of Science	Adam Blazewicz-Bell	Director of Learning
Head of Music	Kate Harvey	Departmental Manager
Head of Physical Education	Sarah Logan	Departmental Manager
Head of Drama	Louisa Stanley	Departmental Manager
Head of Mathematics	Tom Gregory	Director of Learning/Manager
Head of English (1)	Jo Collins	Departmental Manager
Head of English (2)	Phillippa Bingham	Departmental Manager
Head of Modern Foreign Languages	Emma Hainsworth	Departmental Manager

Head of Religious Education	Eddy Walton	Departmental Manager
Head of Humanities, Psychology & Sociology	Paul Lightfoot	Departmental Manager
Head of Media	Marissa Tyrell	Director of Learning/Manager
Head of Information Technology	Kai Lau-Thomas	Departmental Manager
Head of Independent Study Room	Sophie Hatton	Departmental Manager
Safeguarding Officer	Marissa Tyrrell	Departmental Manager
Support Services Manager	Martin Hoyle	Senior Manager
Receptionist	Agnieszka Dworzyczka	Administrator
HR Manager	Steph Hamilton	Departmental or Subject Manager
Trust Facilities Manager	Dave Burrough	Senior Manager
Site Technician (1)	John Campion	Technician
Site Technician (2)	Adam Wilkinson	Technician
First Aid Team (1)	Julie Wilkinson	First Aider
First Aid Team (3)	Elaine Stephenson	First Aider
Data Manager	Sarah Kononowicz	Departmental Manager
Cover Administration Officer	Simon Pringle	Departmental Manager
Student Services Supervisor	Angela Webb	Administrator
Catering Manager	Maggie Mason	Departmental Manager
Behaviour for Learning Manager	Steve Akers	Departmental Manager
Finance Administrator	Andrea Cockerill	Technician
Stage Lighting Operator	Rohan Wynter	Technician
Stage Lighting Operator	Steve Akers	Senior Manager